

**Policy:** The discipline maintained at Lighthouse is firm, consistent, progressive, fair and tempered with love. The faculty maintains standards of behavior in the classroom through kindness, love, and a genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out with good judgment and understanding.

Teachers, and the administration shall speak with or discipline students should they feel it necessary in the classroom or on the school premises whenever conduct has a tendency to degrade the safe atmosphere of Lighthouse Cooperative. Teachers shall use professional judgment in each situation. Each teacher is given the liberty of making and enforcing classroom regulations in the manner in which they feel is in accordance with school principles, administrative directives, and discipline as set forth by the student's parents.

**Rules of Discipline: Students are to:**

1. Be courteous and respectful of others.
  1. Maintain a positive attitude towards self, teachers and fellow students.
  2. Respect the person and property of others.
  3. Behave respectfully by keeping hands and feet to oneself.
2. Respect classroom procedures and instruction.
  1. Behave in a manner which does not disrupt the class or hinder the teacher from teaching or students from learning.
  2. Follow instructions of the teachers as best as the student is able.
3. Be prompt and prepared.
  1. Arrive to class on time ready to learn and prepared with any needed items.
4. Respect school property.
  1. Treat with respect school property and not damage school facilities.
5. Obey authority.
  1. Respectively obey teachers and school personnel.
  2. Promptly follow directions.
  3. Obey school rules.

**Consequences of Disruptive Behavior:** Disruptive behavior is generally dealt with within the classroom through classroom discipline procedures.

When discipline is administered, consideration will be given to alternative methods to ensure that the most effective discipline is administered in each case. Alternative methods of discipline may include, but are not limited to, the following: (This list

does not necessarily reflect an order or sequence of events to follow in disciplinary action.)

- Conference with the student
- Conference with the parent/guardian
- Requirement that student makes financial restitution for damaged property
- Requirement that student clean items or facilities
- Restriction of privileges
- Extra work or an over-correction procedure
- Other methods as prescribed by parents after conferencing

## **Lighthouse Cooperative Code of Conduct**

Lighthouse Cooperative is committed to the principle of integrity and fair play in the management of the School, and in dealings with students and parents. It is important that all staff should uphold a high standard of integrity in dealing with school matters in the interests of the School, parents and pupils at all times and ensure their conduct would not bring the School into disrepute.

2. This code sets out the School's policy on the acceptance of advantages by staff in connection with any business of the School and the standards of behaviour expected from staff.

### **The Prevention of Bribery Ordinance**

3. A staff member of the School who solicits or accepts an advantage in connection with his work without the permission of the Management Committee of the School may commit an offence under Section 9 of the Prevention of Bribery Ordinance (the Ordinance). The term "advantage" is defined in the Ordinance (Annex 1) and includes money, gift, loan, fee, reward, office, employment, contract, service and favour.

4. Staff should not accept or to solicit any advantages from any persons having business dealings with the School (e.g. pupils, parents, colleagues, suppliers, contractors and textbook publishers or booksellers), unless otherwise provided for in this code.

### **Accepting Advantages**

5. Permission is given for staff to accept, but not solicit, the following advantages: -

- (a) gifts from pupils or parents, provided that the value of the gift does not exceed (\$100);
- (b) gifts from pupils or parents at graduation ceremonies provided that the aggregate value of the gifts does not exceed (\$500) on each occasion;
- (c) gifts from parents, colleagues, pupils or former pupils of the School on the occasion of retirement or resignation provided that the value of

the gift from any one person does not exceed (\$1,000).

[Note: Figures in brackets are considered realistic and recommended by the Education Bureau for adoption by schools.]

6. If a staff member wishes to accept any advantage not listed above, he must, before or as soon as possible after acceptance, seek the written permission of the Supervisor/Principal of the School. Permission for the Supervisor, any School Manager or Principal to accept an advantage must be given by the Management Committee of the School. There is however no restriction on the acceptance of advantages in the staff's private capacity, unconnected with their school duties, i.e. from a person who has no connection with the School. In case of doubt, the most appropriate action is to seek the advice of the Management Committee of the School.

7. Advantages offered in connection with the following activities must not be accepted as the Management Committee is unlikely to give permission:

- (a) the appointment or promotion of school staff;
- (b) the admission or promotion of pupils (registration fees approved by the EMB not regarded as advantages);
- (c) the conduct of any test or examination (approved official payments not regarded as advantages);
- (d) the provision of any tutorials for pupils of the School;
- (e) nomination for courses of training or study-trips, scholarships or other academic awards, involving either teachers or pupils;
- (f) nominations for pupils for admission to other education institutes or universities;
- (g) donations to an individual rather than to the School;
- (h) discount, commissions or gifts by a supplier or contractor to an individual rather than to the School;
- (i) payments for the use of school premises or facilities to an individual rather than to the School; and
- (j) vacation packages for school staff offered by suppliers, contractors or any persons having business dealings with the School.

#### Conflict of Interests

8. Staff should avoid engaging in business, investments or activities that might conflict with the School's interest. Examples of conflict of interest situations are listed in Annex 2.

9. A conflict of interest arises when a staff member's loyalty to the school conflicts with his/her own financial or personal interests or those of his/her:-

- family and other relations;
- personal friends; and
- any person to whom he/she owes a favour or is obligated in any way.

When called upon to deal with school matters, school staff should declare in writing to the principal delegated with such authority or SMC if there is any actual or perceived conflict of interest. They should then refrain from dealing with the matter in question or follow the instruction of the principal or SMC.

#### **Outside Employment**

10. Staff who wish to take on paid outside work including those not on a full-time basis, must have the written approval of the Supervisor/Principal. Approval will not be given if the outside employment may give rise to a conflict of interest.

#### **Other Instances in Connection with Interest**

11. Staff are not allowed at any time to disclose any confidential information (including examination questions) to anybody without proper authorisation.

12. Misappropriation of school properties by staff is strictly prohibited.

13. Falsifying documents and furnishing false accounting records are strictly prohibited. Staff may also be prosecuted for these offences under the Prevention of Bribery Ordinance.

14. Staff or their immediate family members should not obtain a loan from or through the assistance of any individual or organization having business dealings with the School (including suppliers, contractors and parents etc). There is, however, no restriction on normal bank lending.

15. Entertainment is not an advantage under the Prevention of Bribery Ordinance. However, to avoid any perceived conflict of interest, staff should not accept lavish or frequent entertainment from persons with whom they or the School are having business

dealings.

16. Staff should avoid engaging in gambling of any kind with persons having business dealings with the School.

**Contraventions**

17. Any breach of the above School's code will result in internal disciplinary action (including dismissal) and may, in some circumstances, lead to prosecution under the Prevention of Bribery Ordinance.

18. Any complaints on suspected breaches of this code can be made to the ICAC. They will be treated promptly, fairly and confidentially.

## **PARENT INVOLVEMENT STATEMENT**

Lighthouse Cooperative believes parent engagement is an ongoing process and that it should increase active participation, communication and collaboration between parents and schools. It believes that parents, schools, families and communities working together will create meaningful partnerships that lead to gains in student achievement.

## **MISSION STATEMENT**

The goal of the Family Involvement Program is to bridge the gap between parent, school and community and improve relationships between home and school, which empowers families to become proactive in their children's education on a continuous basis. The program does this by providing information, training and assistance through family/parent education courses, activities and referral services.

## **EDUCATIONAL TRAINING AND ACTIVITIES**

Workshops and seminars for parents, adult family members and significant others are conducted in schools and in homes when appropriate. At least five parent support meetings are held each year. Online trainings are provided for parents to access at their own pace. One-on-one support for students is provided upon request for parents needed specified support.

## **FAMILY LIBRARY**

The Family Library provides books, pamphlets and activity skill kits which are available to parent guardians and community stakeholders free of charge.

## **FAMILY VOLUNTEERS**

It is highly encouraged that families volunteer in school activities, such as field trips, special events, and special school days. There are also opportunities for families to support class activities through preparations that can be completed at home in their own time.

**STATEMENT OF ACADEMIC ACCOUNTABILITY**

Lighthouse Cooperative is committed to every student receiving an individualized educational experience. As identified by evidence-based standardized testing procedures, students with language, cognitive, social or motor delays are provided specialized treatment by highly-qualified clinicians. Students are assessed annually for reading and math achievement. Students are provided with tailored learning objectives as determined by their parents and teachers in collaborative goal-setting conferences. Parental involvement in academic programming is viewed as an essential part of the educational experience. Student involvement in academic programming is also encouraged when possible, according to student abilities to participate in programming. Progressive educational plans are maintained on each student with on-going tracking and revision as academic needs change for the student throughout the year. Students are involved in daily goal-setting procedures and are held accountable to these goals by the school staff and their caregivers.